



Request to Inspect Register/Records

Under Section 146 & 150 of the Owners Corporations Act 2006

Minimum 48 notice required – Between the hours of 9am – 12pm & 2pm – 5pm Monday to Friday excluding Gazetted Public holidays. Requests outside of these times can be arranged for a fee.

Method of payment accepted: Direct Bank Deposit Only. Refer to Bank Account Details below –

Owners First Bank Account Details

Account Name: Owners First Body Corporate
Bank: Macquarie Bank, 101 Collins St Melbourne
BSB: 183-334
Account No.: 30381 8843

Date of Request

To: The Owners Corporation
Name and Plan Number of Owners Corporation

Address of Property

Lot

Under Section 146 & 150 of the Owners Corporations Act 2006, I,

Full Name

of Address

Telephone number

Email address

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require access of the: (mark applicable box(es) with an X)

to inspect the register of the owners corporation

to inspect the records of the owners corporation



Under Section 146 & 150 of the Owners Corporations Act 2006, I am entitled to inspect the records as:

Lot owner(s)		of lot number(s)	
Mortgagee(s)		of lot number(s)	
Purchaser(s)		of lot number(s)	
Another person entitled to inspect the register/records*			

*Note: People who are entitled to inspect the register or records of an owners corporation are lot owner(s), mortgagee(s) of a lot, purchaser(s) of a lot, or the representative(s) of a lot owner or a mortgagee or a purchaser of a lot.

Purpose information being obtained is to be used for:

I hereby declare that the information obtained will only be used for the purpose as described above. The information that I receive will be protected from misuse, loss or unauthorised access, modification or disclosure. The information collected has been derived from many sources provided by others. The Owners Corporation will not warrant its accuracy.

Full Name

Signature

Date

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What happens next?

The owners corporation will contact you to arrange a suitable time to inspect the register and/or records. There is no charge to inspect the records or register, but you may be charged a fee if you wish to receive copies of any documents. Fees are due and payable by the applicant of this form and are due and payable at the time of inspection.



For Office Use Only

Identification and/or evidence sighted

- Drivers license and/or Proxy
- Contract or Letter of Authority (LOA)
- Contract of Sale or Letter of Authority (LOA)